

**City of Seattle**  
**Civil Service Commission**  
**April 18, 2012**

**APPROVED MAY 16, 2012**

**Call to Order:** Commission Chair Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

**In Attendance:**

Commission Chair Ellis H. Casson

Commissioner Steven Jewell

Commissioner Eric de los Santos

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

**No one signed up to speak**

**Discussion Item-Taken out of Order**

- **Introduction of Pro-Tem Hearing Officers:** Ms. Greenlee introduced the three CSC Hearing Officers, Pro Tem Gary McLean, Diane Hess Taylor and Christopher Mathews, who were in attendance. The Commission welcomed the Hearing Officers and asked each one to give an overview of their outside practice and work with the Commission.

**ACTION ITEMS**

1. **Approval of March 21, 2012 Meeting Minutes:** Commissioner Jewell moved to accept the minutes. Commissioner de los Santos seconded the motion. The motion passed.
2. **Monthly Case Status Report & Appeals Update:** The Commission reviewed the monthly case status report.

**Update**

Ms. Greenlee updated the Commission on the Appeals of: **Manion v. Personnel; Arnold & Adams v. HSD; and McClure v. SCL**

**Executive Session:** The Commission went into executive session at 10:18 a.m. to review and discuss an issue of an appeal/Writ of Review. The executive session ended at 10:30 a.m.

**3. Monthly Summit Budget Report:**

Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the cost savings of hiring a paid intern versus a .6 Administrative Assistant. Ms. Greenlee also notified the Commission that she will conduct interviews the week of April 23<sup>rd</sup> for the summer intern and she will also submit a Budget Issue Paper (BIP) regarding the .6 Administrative Assistant position.

**DISCUSSION ITEMS**

**4. Old/New Business/Update/Pending:**

- **Commissioner Ethics-Wayne Barnett, Executive Director, SEEC:** Wayne Barnett, Seattle Ethics and Elections Executive Director gave the Commission an overview on the Code of Ethics for City employees and volunteers that serve on City Boards and Commissions.
- **Meeting Dates to Review Commission Rules Revisions:** The Commission agreed to have Commissioner Jewell review the Rules revisions with Ms. Greenlee and provide recommendations to the Commission on the proposed revisions.
- **Proposed Joint Meeting of the Commissions:** Ms. Greenlee proposed a joint meeting of the Public Safety and Civil Service Commissions to occur in June and again in November when the Executive Director's Merit Leave and Performance Evaluation is due jointly by the Commissions for submission by January. The Commission agreed to a joint meeting. Ms. Greenlee will coordinate with the PSCSC at its April meeting, for a day in June.
- **Pro Se Appellants:** Ms. Greenlee gave the Commission an update regarding her email correspondence with the UW Law Clinic. The law clinic followed up and stated the school scheduling may not coincide with the duration of appeals. Commissioner de los Santos will take the lead on the Pro Se issue and gather background information to develop possible resources for pro se appellants.

**Adjourn:** The meeting adjourned at 10:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/16/2012

/s/ Ellis H. Casson 5/16/2012

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Teresa R. Jacobs  
Administrative Staff Assistant

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Ellis H. Casson  
Commission Chair

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Date